

## Purchasing Coordinator\*

\*Subject to City Council Approval

**Annual Salary Range: \$47,155 - \$65,004**

**Plus Excellent Benefit Package**

**Position Closes January 31, 2013**

### The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the agritech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

*Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.*

### The Department



The Finance/Administrative Services Department provides financial management and support services to other City departments.

In addition to maintaining the financial administration of the City, this department provides for the development, coordination, and review of all City financial and information technology activities.

Divisions within the Finance/Administrative Services Department include: Budget, Purchasing, Grants, Accounting and Information Technology

The department has 14 full-time employees (including the Director) and a budget of \$1.8 million.

The Finance/Administrative Services Department reports to the City Manager and all City department directors.

### The Ideal Candidate

**The Ideal Candidate will have:**

**Knowledge of:**

- Principles and processes in business and organizational planning, coordination and execution such as resource allocation and priority setting
- Business procedures, basic accounting and mathematics
- Methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, equipment, and services

**Ability to:**

- Interpret technical data, policy and regulatory information to plan and coordinate procurement of products and services for multiple city departments
- Deal effectively with vendor representatives
- Provide effective oral and written communication skills
- Establish and maintain effective working relationships and to negotiate or gain agreement with others
- Use standard office systems including but not limited to MS-Office and effectively apply related computer skills

### The Position

- Process purchase requests by placing orders for a wide variety of goods and services and reviewing orders for quantity, specifications, delivery requirements, and compliance with established policies and procedures. Processes merchandise receipts, returns, credits, and interact extensively with vendors and potential vendors.
- Works with City departments in the description of purchasing needs and writing specifications to support day-to-day operations. Responsible for selection of potential vendors for city purchases by researching sources of products and services to achieve cost savings for the most accurate product and/or service. Under supervision, serves as liaison between vendors and the city.
- Utilize web-based ordering systems of various vendors and perform research to find alternate sources of supply.
- Respond to inquiries and questions from City employees regarding a variety of purchasing related topics.

### Position Minimum Requirements

Associate's Degree and four (4) to six (6) years purchasing experience; proficiency in the Internet, the use of computer software programs (example, word processing, Excel, Access, PowerPoint). At least two (2) years of responsible purchasing experience in a public sector environment and Bachelor's degree in purchasing, Materials Management, or a related field preferred.

**\*\*PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS**





## Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

## Application Procedure

Filing Information: This recruitment will close at **5:00 p.m. on the deadline date.** Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [www.maricopa-az.gov](http://www.maricopa-az.gov). You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Three (3) work related references
- Salary history

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

